



Montana State Library
Summer Institute 2007
June 5-7, MSU Campus in Bozeman

What you can expect at this year's Summer Institute

Tuesday, June 5th, 8:30 – 4:30

IT'S A DISASTER!!!

Barbara Moore

Let's face it, things tend to run smoothly when you're at the library. When do disasters happen? When you're not there of course. So how can you help your staff, volunteers, and even yourself if disaster strikes? A disaster plan, that's how. This workshop is about planning and preparedness using dPlan, a free online disaster planning tool developed by the Northeast Document Conservation Center. You'll learn how to assess risks to your library collection and lessen the likelihood of a damage-causing event. You'll leave the workshop with concrete knowledge (and a template) for how to write a successful plan. Because water – floods, fires, broken pipes -- is a major threat to library collections, you'll learn different drying methods. A water emergency demonstration will give you an understanding of the techniques used to salvage wet books and papers as well as the supplies that you'll need to recover from a water disaster.



Barbara Moore has headed conservation laboratories in England and across the US. She works now as a consultant for museums, libraries, archives and other cultural institutions across the country. Her special interests include preventive conservation and long-range conservation planning, emergency preparedness and response, and the salvage of damaged collections. Barbara is on the American Institute for Conservation's Emergency Preparedness, Response, and Recovery Committee. Barbara regularly works with archives, museums and libraries to develop disaster plans, and frequently presents workshops in the areas of disaster preparedness, response and recovery.

Wednesday June 6, 8:30-4:30 & Thursday June 7, 8:30 – 3:00

COMMUNITY LEADERSHIP – IT'S NOT A SPECTATOR SPORT!

Jim Connor

In this workshop we'll examine the role of the public library as a community anchor as well as discover how library leaders can help make that happen. We'll engage in interactive discussions of leadership qualities and responsibilities for effective community leadership. You'll learn how to develop the skills you need to bring together varied factions in the community to work together toward a common goal. You'll also learn how to overcome fears of public speaking and how to conduct an effective meeting. Come and have fun sharing with your peers and learning together. This is not just another advocacy session – you'll learn how to establish the public library as the most important and vital resource in your community. The theme for the second day is Into Action – a mix of role-playing, devils advocate discussions, case studies, practical applications, memorable lessons, and downright silliness to get you started leading the community.



Jim Connor is a trustee with the Jefferson County Public Library in Colorado. He has nearly 40 years experience as a speaker and trainer and has received national recognition for his work with public libraries. Jim currently heads a private consulting service, Trustee College Consulting Team, specializing in organization management and community advocacy training, with a focus on board development and advocacy training for public library boards. Joining Jim for the Into Action activities will be Tracy Cook, Montana State Library consultant.

Some details you'll need

Montana State Library (MSL) cordially invites all public library directors and trustees to come to Bozeman for this year's institute. Trustees are welcome to attend any sessions; library directors **are required to attend all three days of training**.

Classes are scheduled as follows: **June 5:** 8:30-4:30; **June 6:** 8:30-4:30; and **June 7:** 8:30-3:00.

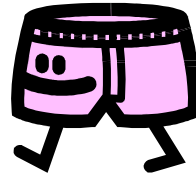
Here's what MSL provides:

- all training materials and classroom facilities
- dorm rooms (single rooms with shared bathroom facilities) in North Hedges Hall
- meals in the campus center and dining hall
- parking permits for campus
- continuing education credits
- college credit (graduate level) if curriculum is approved

Several campus buildings will be used and participants are responsible for getting to these locations as required. Map of MSU Campus available at: <http://www.montana.edu/campusmap/>

- dorm rooms are in North Hedges Hall (#25 on map)
- classes are in the Strand Union Building (SUB) (#53)
- breakfast and lunch are at Union Market in the SUB (#53)
- dinners are at Miller Dining Hall (#25, round building between dorm towers)

Comfortable attire is encouraged!



Please complete the registration form. You can fill it out online at the MSL web site (<http://msl.mt.gov/librarians/forms/summer07.asp>), or return it by mail (PO Box 2018000, Helena MT 59620-1800) or fax (406-444-0266). **APPLICATION DEADLINE** is **May 31, 2007**. We'll confirm your registration and provide more details by email. If you have any questions about the Summer Institute contact Sue Jackson (1-800-338-5087 or sujackson@mt.gov).

The 2007 Summer Institute is funded by the Institute of Museum and Library Service's Library Services and Technology Act (LSTA) grant program.



Summer Institute 2007 Registration Form



Name: _____ Director ☐ Trustee ☐ Branch Manager ☐

Library: _____

E-mail Address: _____

Registration is required, but there is no registration fee. Trustees are welcome to attend any workshops. Library directors are **required to attend all three days of training**.

Please provide the following information to help us plan for the Summer Institute by checking all boxes that apply:

☐ I will attend all **SUMMER INSTITUTE classes** (required for directors)

FOR TRUSTEES: please indicate the days you will be attending

☐ It's a Disaster! (June 5)

☐ Community Leadership (June 6 & 7)

☐ I need a dorm room in North Hedges Hall for the following nights:

☐ Monday

☐ Tuesday

☐ Wednesday

☐ I will eat meals on campus (check all meals below). Any meals not eaten on campus are your responsibility.

Tuesday: ☐ B ☐ L ☐ D

Wednesday: ☐ B ☐ L ☐ D

Thursday: ☐ B ☐ L

☐ I will have a car on campus and need a parking permit

**Please return your registration to Summer Institute 2007, Montana State Library,
PO Box 201800, Helena MT 59620-1800 or fax to 1-406-444-0266.**

REGISTRATION DEADLINE: MAY 31, 2007

For more information contact Sue Jackson at 1-800-338-5087 or sujackson@mt.gov